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Personnel Policy

EDGERTON, GERMESHAUSEN & GRIER, INC.
BOSTON, MASSACHUSETTS LAS VEGAS, NEVADA

EDGERTON, GERMESHAUSEN & GRIER, INC.
November 1956

Edgerton, Germeshausen & Grier, Inc., was organized as a Massachusetts corporation in 1947 for the purpose of undertaking highly specialized experimental, research and development work in the electronic, photographic, and allied fields. The Corporation has headquarters in Boston, Massachusetts, and conducts extensive operations from its offices in Las Vegas, Nevada. The organization conducts experiments at the United States Government Atomic Energy Proving Grounds and elsewhere throughout the country. Much of its work is performed for the Atomic Energy Commission in the service of the American people. The Company's operations originated in a contract between the United States Government's Manhattan District Project and the Massachusetts Institute of Technology at Cambridge, Massachusetts. The obligations of this contract were assumed first by the partnership of Edgerton, Germeshausen & Grier and finally by this Corporation. The growth and advance of the Corporation in several fields has enlarged its employee family from a dozen in 1947 to over 400 at present.

The following pages contain the Personnel Policy of the organization. Any questions concerning any matter covered by this policy may be submitted to the Personnel Department. It is expected that from time to time changes will be made in the policy. As changes occur, our employees will be notified.

I. NEW PERSONNEL

The first six months of employment will be considered as a trial period for each new employee, unless otherwise specifically agreed.

Temporary employees are those personnel employed for a definite period of time, during which time they are expected to work the same number of hours as full-time employees.

Part-time employees may be either permanent or temporary employees, but will normally not work the full work week.

2. PATENTS AND INVENTIONS

A Patent agreement is one of the most important considerations of employment in a scientific and engineering business such as this one. It is necessary that such an agreement be executed by all employees upon entering into employment with Edgerton, Germeshausen & Grier, Inc.

3. DEFINITION OF WORK WEEK

The work week for all personnel, for payroll purposes, begins at 12:01 A. M. Monday and ends at Midnight, Sunday.

All full-time personnel are expected to accomplish their assigned tasks in approximately the number of hours established by the Company as standard. The number of hours to be worked by part-time employees will be established in accordance with individual requirements.

4. COMPENSATION

(a) The compensation paid to salaried employees is considered as full compensation regardless of the number of hours per week actually worked.

(b) The compensation of employees paid at an hourly rate represents compensation for hours actually worked within a base week of 40 hours consisting of five eight-hour work days.

5. OVERTIME AND EXTRA COMPENSATION

(a) Salaried employees may, at the discretion of the Company, in addition to their existing salary, be paid extra compensation when assigned to work for field operations of the Company, irrespective of the number of hours worked or the location of the work during such assignment.

(b) Except as hereafter provided, hourly employees will be paid at the rate of 1½ times their regular base earnings rate:

1. For hours worked in excess of eight hours in any one period of 24 consecutive hours, or

2. For hours worked in excess of 40 hours in any one work week.

Hourly employees will be paid at the rate of two times their regular base earnings rate for work on any of the holidays designated in Paragraph 16 hereof, or for work on the seventh consecutive day of the work week. Hourly employees who do not work on the designated holidays will be paid at their regular base earnings rate if such holiday occurs during such employees' base work week.

6. TRAVEL TIME

Time spent by an hourly employee traveling on Company business will be considered working time, except that when the employee travels more than the designated work day, the employee will be paid on the basis of a normal work day for such travel time. If an employee must travel on days he ordinarily would not work, such as a Saturday, Sunday or a holiday, these days will be treated as work days, but in no event will the employee be compensated for travel time on these days in excess of $1\frac{1}{2}$ times his regular base hourly earnings rate for a base week of 40 hours.

7. WAGE AND SALARY REVIEW

The record of each employee will be reviewed annually, and a wage or salary increase will be granted if the employee's work so merits. Records of new employees will be reviewed during the first six months of employment, and annually thereafter.

8. REVIEWS OF PERFORMANCE ONLY

A review of each employee's performance for evaluation purposes only will be held annually in addition to the Wage and Salary Review.

9. PROMOTIONS

Promotions may be made at any time. Upon promotion, the employee will be paid at least the minimum of the range of the new classification.

10. EDUCATIONAL ASSISTANCE

The Company offers financial aid to qualified personnel who desire to obtain further education at approved schools. Employees may become eligible for assistance under this program after one year of employment by the Company.

11. MILITARY TRAINING AND JURY DUTY

Any employee excused for an annual period of military training not to exceed 15 days, or for jury duty, will be paid his regular salary or wages during the period of such service, less pay allowances exclusive of travel allowances in the case of military duty, and less amounts received in the case of jury duty.

12. VOTING TIME

Employees may be granted time off during regular working hours, with pay, not to exceed two hours, for the purpose of voting in local, state, and federal elections. Time absent for voting will be counted as time worked for the purpose of computing overtime.

13. SUPPER MONEY

All personnel working on a daytime schedule and not in travel status will be entitled to expense reimbursement up to \$1.75 for supper if circumstances require them to work after 7:00 P. M. In this case, employees will be expected to take $\frac{3}{4}$ hour for supper at the end of the normal work day. Time spent at supper will not be counted as time worked.

14. TRAVEL AND MOVING EXPENSES

A. Travel on official company business:

Employees who are required to travel on company business will be reimbursed for necessary expenses in accordance with the following allowances:

(a) Transportation cost: Transportation costs may include the use of a personal automobile, bus, rail, commercial airline and local transportation.

1. Personal automobile: Employees traveling by personal automobile will be reimbursed at the rate of eight cents per mile by speedometer reading but not more than 10 per cent above Rand McNally's Standard Distance Chart between authorized points of travel. Charges for overnight parking and for ferry and bridge tolls will also be reimbursed. The number of days or quarter days en route will be calculated on the basis of 320 miles per day, or the mileage driven, whichever is greater.

2. Rail Travel: When rail travel is used, actual expenses by most direct route for first class fare, pullman fare and reasonable baggage charges will be reimbursed.

3. Air Travel: Actual expenses for air travel by the most direct first class route available at the time of travel will be reimbursed.

4. Local Transportation: Cost of local transportation by car, bus, taxi, subway and street car will be allowed to the extent that such transportation is used in the business of the Company.

(b) Hotel Room: Actual cost of hotel room not to exceed \$7.00 per night will be reimbursed.

(c) Per Diem Allowances: A per diem allowance of \$6.00 per day while in travel status will be paid to cover meals, tips and miscellaneous personal expenses and will be computed on a quarter calendar day basis. Different rates of per diem payments may be established from time to time with

respect to travel requirements under certain operations of the Company.

(d) Telephone and Telegraph: Charges for telephone and telegraph will be reimbursed if incurred in connection with the business of the Company and supported by hotel receipt, copy of telegram, or written justification.

(e) Receipts: Expenses for hotel rooms and for travel by rail or air may not be reimbursed unless claims are supported by proper receipts.

B. New and Transferred Employees:

Employees reporting for work for the Company, or transferred from one location to another, may, at the discretion of the Company, be reimbursed for transportation, hotel, per diem and other expenses in accordance with the reimbursement policies set forth in Paragraph 14, Section A above. However, no employee may remain in travel status for a period longer than 30 consecutive days from the start of travel without the written approval of the Company.

C. Interviewees:

Persons under consideration for employment may, at the discretion of the Company, be reimbursed, in accordance with the reimbursement policies set forth in Paragraph 14, Section A above, for expenses incurred in traveling to the Company's interviewing office and return for purposes of employment interviews.

D. Household Goods and Dependents:

Subject to approval of the Company, employees may be reimbursed for the cost of transporting their dependents, household goods and personal effects from their place of residence at the time of transfer or employment to a suitable location in the vicinity of assignment on the business of the Company. The following costs will be reimbursed:

(a) Reasonable costs of transporting household goods and personal effects, not to exceed 7,000 pounds, including packing and temporary storage not to exceed 60 days.

(b) In case of permanent transfer (i. e., transfers for not less than six months) the reasonable cost of shipping not more than one of the employee's automobiles in case travel is by common carrier.

(c) The following expenses will be allowed in accordance with Paragraph 14, Section A above:

1. Transportation cost by personal automobile, rail, commercial airline and local transportation for the dependents in the immediate family of the employee, as dependents are defined in the Internal Revenue Code, Title 26, Section 25, U. S. Code.

(d) Cost of hotel room or other accommodations for the dependents not to exceed \$7.00 per night for each.

(e) Per diem allowances of \$6.00 per day for each dependent while traveling.

(f) Per diem allowances of \$6.00 per day for each dependent and actual cost of hotel room or other accommodations, not to exceed \$7.00 per person per day, after arrival at the place of assignment and until suitable housing is obtained; provided however that such period does not exceed 30 days after start of travel.

E. Transportation and Travel Expenses at Termination:

(a) Subject to the approval of the Company, reimbursement may be made for the return travel and moving expenses of employees who have satisfactorily completed their assignments for the Company, except in the case of voluntary termination by the employee or termination for cause.

(b) If approved, transportation and travel expenses of employees and dependents and the costs of transporting household goods and personal effects will be allowed from the place of assignment to the point of employment, or point of equal distance. Expenses will be allowed in accordance with the applicable provisions set forth above except that hotel and per diem expenses will be allowed for no longer a period than is required to complete the travel.

(c) Return movement of dependents and household goods and personal effects must be completed within 60 days after termination, as provided above.

15. GENERAL PROVISIONS RELATING TO TRANSPORTATION, TRAVEL AND LIVING EXPENSES

A. The Company operates at the present time offices in Boston, Massachusetts, and Las Vegas, Nevada. Each employee of the Company is assigned to one of these offices. As a general rule, no assignment of an employee to one of the Company's offices will be made for a period of less than six months.

B. No expense for transfer of an employee's immediate family, household goods and effects will be reimbursed unless the employee is to be assigned to one of the Company's offices for a period in excess of six months.

C. No transportation or travel expense from his place of residence to his assigned work in the normal pursuit of his daily work will be paid to any employee.

D. Wherever per diem is provided herein, it will be computed on a quarter day, pro rata basis for periods of travel time over complete days starting with the hour and day of each official trip.

E. When travel on Company business is confined to a period of ten hours or less, the employee so traveling is not eligible for per diem.

16. HOLIDAYS

The following holidays will be observed by the Company when they fall within the established 40-hour work week.

New Year's Day	(January 1)
Washington's Birthday	(February 22)
Memorial Day	(May 30)
Independence Day	(July 4)
Labor Day	(First Monday in Sept.)
Veterans Day	(November 11)

Thanksgiving Day	(Last Thursday in November or by proclamation)
Christmas Day	(December 25)

A holiday occurring on Sunday will be observed the following Monday.

Holidays observed as non-work days during the scheduled work week will be counted as time worked for the purpose of computing overtime.

17. VACATIONS

Vacations will be accrued by full-time and temporary employees at the rate of eight hours (one work day) per month of employment. Vacation time will not be accrued by part-time employees.

Employees on vacation will be paid at their straight time rates.

Vacation time will not be counted as time worked for the purpose of computing overtime.

Employees who leave the Company voluntarily and give a minimum of two weeks' notice in advance will receive compensation in lieu of the vacation which has been earned but not yet taken. Employees who are terminated at any time by the Company for its convenience, unless such personnel are terminated for cause, will receive compensation in lieu of the vacation which has been earned or accumulated but not yet taken. All such vacation credits will be payable at the straight-time rate in effect at the time of termination.

During the calendar year in which an employee completes 15 years of service, and each year thereafter, he will accrue vacation at the rate of 15 work days per year.

During the calendar year in which an employee completes 20 years of service, and each year thereafter, he will accrue vacation at the rate of 20 work days per year.

Not more than 12 work days of unused annual vacation credits may be carried over from one year to the next.

18. ABSENCES

Authorized absences, other than sick leave or on the holidays set forth in Paragraph 16 hereof, are chargeable to vacation credit already earned or accumulated but not yet taken. Unauthorized absences are not chargeable to vacation credit or sick leave, and deductions from hourly wages may be made.

An employee who is unable to come to work should notify his supervisor or the Personnel Department as soon as possible.

Leaves of absence may be granted only by a corporate officer and only under the following circumstances:

- A. Military service—for length of service without intermediate employment.
- B. Education—for immediate scholastic year.
- C. Extended illness—not including maternity.
- D. Extended travel—not in excess of sixty days.

No leaves of absence will be granted for:

- A. Other employment.
- B. Maternity and self-induced illnesses.
- C. Extended travel in excess of sixty days.

19. SICK LEAVE

An employee may be allowed, at the discretion of the Company, sick leave consisting of 12 working days per year. Consideration may be given by the Company to the allowance of additional sick leave, as circumstances warrant, not to exceed a total of 24 working days per year without loss of pay. Sick leave allowances will not be carried over from one calendar year to the next.

Part-time employees will not be eligible for sick leave allowances.

Time absent due to sickness will not be considered as time worked for the purpose of computing overtime.

20. JOB INCURRED DISABILITIES

In the case of job incurred disabilities, the Company may pay to the disabled employee the difference between Work-

men's Compensation Insurance and the employee's salary or wages for a period up to 26 weeks. Special cases may be given consideration up to an additional 26 weeks.

21. TERMINATION OF EMPLOYMENT

(a) Termination for or at the convenience of the Company:

If the services of salaried personnel are terminated, for or at the convenience of the Company, such salaried personnel will be given either one month's notice or, at the election of the Company, one month's salary.

If the services of hourly paid personnel are terminated, for or at the convenience of the Company, such hourly paid personnel will be given either two weeks' notice or, at the election of the Company, two weeks' wages.

However, if the services of personnel who have been employed by the Company for less than two months are terminated, for or at the convenience of the Company, such personnel may, at the election of the Company, be given notice or payment equivalent to one-half the amount established above.

(b) Termination for cause:

The services of all personnel are subject to termination by the Company for cause without notice.

22. GROUP LIFE INSURANCE

The Company maintains a group life insurance program, the cost of premiums being paid in part by the Company and in part by the employees who desire to participate. Compared to life insurance which the employee might obtain as an individual, the coverage offered is very low in cost.

23. HEALTH INSURANCE

The Company maintains a group health and accident plan under which the Company pays for the insurance of a certain portion of the salary or wages of employees, and under which

further benefits covering a portion of surgical and hospital bills may be obtained by employees on a contributory basis.

24. TRAVEL ACCIDENT INSURANCE

The Company carries, at no expense to its employees, a world-wide policy in the amount of \$10,000 covering employees while traveling on Company business.

25. SPECIAL BENEFIT PLAN

In addition to the group policies, the Company provides a \$10,000 Special Benefit Plan covering employees participating in certain operational field trips.

26. PROFIT SHARING TRUST

All employees, after working one complete calendar year, participate in the EG&G, Inc., Profit Sharing Trust. Profits fund the plan, and the Company makes the only financial contribution. Details of the plan are set forth in a pamphlet, which may be obtained from the Personnel Department.